

REPORTS INVENTORY

CONTROL NO.

DD5/00-001

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Quarterly Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

XX

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

XX

COMMUNICATIONS

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not
number of copies)

19

7. FORMAT (memorandum, form,
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

XX

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OC Order 7.4

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OC-CCD/CCL/COB/Sections

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
4-15	Average 10, Step 3 \$5.57		60		\$334.00		4		\$1336.00
16	14.46		3		43.00		4		172.00
							TOTAL		\$1508.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report changed from Monthly to Quarterly effective October 1969.
Previous Monthly Report required since 1951. Used to brief Top Management
and used by OC Historians in writing history of OC.

14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090007-1

17. EXTENSION

STAT Oct. 70

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